HIGHLAND REDEVELOPMENT COMMISSION STUDY SESSION MINUTES TUESDAY, JULY 28, 2020

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, June 23, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 3 August 2020 by his Order 20-34, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:10 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included George Georgeff, Cyril Huerter, Bill Leep, Robyn Radford and Sean Conley. A quorum was established.

Additional Officials Present: Pat Krull, School Town of Highland liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

General Substance of the Discussion

- 1. **Review of Plenary Session Agenda**: Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their plenary business meeting.
- 2. SW Corner of Highway & Kennedy Development Update: Ms. DeGuilio-Fox reported that a Pre-Construction Meeting was held on Tuesday, July 21st and was well attended. Representatives from Grimmer Construction, Highland Parks & Recreation Department, Highland Public Works, John Talbot, Weaver Consultant and project manager as well as the Redevelopment Director attended. Many facets of the project and the construction schedule were discussed. Construction meetings will be scheduled twice each month. Ms. DeGuilio-Fox and John Talbot briefly discussed items that should be considered when preparing the construction contract. Director DeGuilio-Fox will prepare the contract and have it reviewed prior to execution. The contract is pending until the Redevelopment Commission has adopted and approved Resolution 2020-23. Construction is set to begin Thursday, July 20, 2020. Brief discussion focused on the Khatra Petro gas station. Ms. DeGuilio-Fox advised she had reached out to Mr. Khatra and had the opportunity to speak with him very recently. The Khatra's continue to be interested in relocated his gas station. However, Mr. Khatra feels it will cost about \$1.3 million dollars to successfully complete the relocation/build of the new service station. The Commissioners remain interested in continuing a discussion in this regard and asked Director DeGuilio-Fox to schedule a meeting with the Khatra's.

3. Commercial Property Improvement Grants:

a. <u>Triangle Equities LLC</u>: Director DeGuilio-Fox reported that after the previous commission meeting, wherein she was asked to contact the applicant regarding the commission's discussion and determination that 1. The interior grant application from Triangle Equities would be denied. The Commissions do not feel it is appropriate to fund a project that does not have a commercial use and 2. The commission was prepared to move forward with approving the applicants façade grant if the applicant would rework the design that was submitted, the

- applicant decided to withdraw the façade grant request altogether. The applicant was not interested in providing a new design. Discussion ensued. The Commissioners agreed that the grant funds could be used for another project before the end of the year.
- b. Les Café Pancake House: Director DeGuilio-Fox reported that the applicant had been unable to complete their project and was requesting a completion date extension. Discussion ensued. The Commissioners were advised that Resolution 2020-24, in their plenary business meeting packet, had been added to the agenda for consideration. Discussion ensued and the commissioners expressed their satisfaction with the design and materials that had been chosen. Ms. DeGuilio-Fox advised that one component of the project, signage, would be required to go before the Board of Zoning Appeals prior to its completion.
- 4. Downtown Streetlight Retrofit or Replacement Update: Director DeGuilio-Fox reported that a light study had been conducted and a proposal received from Matt Sommers, Hyre Electric. The light study, conducted by Paul Ziemniak of Highland Building Department and John Bach, (former) Public Works Director. They found that the retrofitted light housing using an LED bulb was not as bright as the complete new light fixture. However, the cost comparison is an important consideration. New light fixtures are priced at approximately \$1000 each and the retrofitted light housing using an LED bulb is far more affordable. The number of downtown lights that would be considered is 116. The proposal submitted by Hyre Electric is \$23,690.00 and may be eligible for a NIPSCO rebate. Should the rebate be approved the cost could be reduced to \$18,470.00 over time. These prices do not include any wiring repairs or landscape/grass repair that might be found to be necessary due to the project. Discussion ensued. Council Liaison Sheeman asked for a report specific to the lumens of the new bulbs. Ms. DeGuilio-Fox will report back at the August 11, 2020 study session.
- 5. **Review of 2020 Goals Revisions:** Director DeGuilio-Fox directed the Commissioners attention to the revised goals that had been provided them and asked if there were any other revisions needed at this time. Discussion ensued. It was determined that no other revisions were required at the time.
- 6. Redevelopment Commissioner Comments: No comments or discussion.

There being no further business, Commissioner Huerter moved to adjourn the meeting. The motion was seconded by Commissioner Radford. The motion passed by a voice vote of five affirmatives and 0 negatives. The June 28, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:31 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

HIGHLAND REDEVELOPMENT COMMISSION PLENARY MEETING MINUTES TUESDAY, JULY 28, 2020

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 3 August 2020 by his Order 20-34, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Meeting was called to order at 7:31 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included George Georgeff, Cyril Huerter, Bill Leep, Robyn Radford and Sean Conley. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

Minutes of the Previous Sessions: Commissioner Bill Leep moved to approve the minutes of the Study Session and Plenary Business meeting of June 23, 2020. Commissioner Robyn Radford seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes of the June 23, 2020 study and plenary sessions were approved by a vote of five affirmatives and no negatives.

Commissioner Leep moved to approve the minutes of the Study Session of July 14, 2020. Commissioner Robyn Radford seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes of the July 14, 2020 study session were approved by a vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. Resolution 2020-23: A Resolution of the Highland Redevelopment Commission Accepting the Bid of Grimmer Construction, Incorporated for the Downtown Parking Lot Project Improvement and Enhancement Project Being the Lowest Responsive and Responsible Bid in the Amount of Seven Hundred Fifty-One Thousand Three Hundred Sixty-Six Dollars and 4/100 Cents (\$751,366.04). As discussion during the study session preceding the plenary meeting, the Commissioners understood that the Grimmer bid was the lowest responsive and responsibly bid out of a total of six bids received and after a review of the construction costs was conducted on behalf of the Town by the project manager. President Georgeff called for a motion. Commissioner Huerter moved to adopt and approve Resolution 2020-23 to accept the Grimmer Construction bid. Commissioner Leep

seconded the motion. There being no additional discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

2. Resolution 2020-24: A Resolution of the Highland Redevelopment Commission to Amend Resolution 2019-28 and Provide a Completion Extension for a Commercial Property Façade Improvement Grant to Bill Les, Les Café Pancake House, of Property Located at 2708-2720 Highway Avenue. Commissioner Huerter moved to approve Resolution 2020-24. Commissioner Radford seconded the motion. Commissioner Conley asked if we were only considering requests to extend completion dates during the COVID pandemic or setting a precedence. Commissioner Georgeff commented that this extension was the same as the date the previous request was extended for, that being the Belmonte façade grant for property located at 2904 Jewett. Discussion ensued. The Commissioners determined that they would wait to learn if the extensions were met or if the projects had to be considered again for a completion extension. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Huerter made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period June 25, 2020 through July 29, 2020 and the payroll dockets for June 19, 2020 and July 3, 2020 as presented, in the amount of \$108,649.10. Commissioner Leep seconded the motion to approve the Accounts Payable Vouchers. Upon a roll call vote the motion passed with five affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$13,622.90; Redevelopment Capital Fund, \$19,164.28; Redevelopment Bond & Interest, \$114,633.75; CEDIT Economic Development Income Tax Fund, \$108,649.10 and Cardinal Campus Allocation Area, \$38,606.00. Total: \$294,676.03.

Payroll Docket for Payday of May 22, 2020 and June 5, 2020: Redevelopment Department: Total Payroll: \$8009.60.

School Town of Highland representative, Pat Krull, thanked the Commission for the 2020 contribution to the School Town of Highland debt service payment. Mr. Krull also asked that Councilman Sheeman extend a thank you to the Town Council as well.

Business from the Commissioners: Commissioner Huerter asked if there was any additional information regarding the proposed gas station on Indianapolis Blvd. Ms. DeGuilio-Fox commented that the petitioner is in the process of providing additional information to the Plan Commission. Commissioner Huerter also asked about the Speedway station plans on 45th and Kennedy. Ms. DeGuilio-Fox responded that the Speedway representative was communicating with Ken Mika and they are proposing a renovation that would include ten pumps and a car wash. Additional discussion was held in regard to the Khatra station on Kennedy & Highway. Councilman Sheeman also asked what was going on with the record shop in the Les building where the former cobbler shop was. Ms. DeGuilio-Fox explained that there were electrical issues that needed to be taken care of and that the renter and owner were in discussion as to who would pay for the upgrades. Director DeGuilio-Fox also provided a brief report as to the progress of the microbrewery on Condit. The owner continues to wait for the State to approve the design application. Brief discussion ensued in this regard. With no additional comments or discussion business from the commissioners ended.

Next Meeting: The next Study Session is scheduled for Tuesday, August 11, 2020. The next Public Meeting will convene on Tuesday, August 25, 2020 immediately following the study session. A Study Session will

precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, August 6, 2020 at 6:30 p.m. In response to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Leep made a motion to adjourn the meeting. Commissioner Huerter seconded the motion. Upon a roll call vote, the motion passed with five affirmatives and no negatives. The July 28, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 7:58 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

RESOLUTION 2020-23

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
ACCEPTING THE BID OF GRIMMER CONSTRUCTION, INCORPORATED FOR THE
DOWNTOWN PARKING LOT IMPROVEMENT AND ENHANCEMENT PROJECT
BEING THE LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF
SEVEN HUNDRED FIFTY-ONE THOUSAND THREE HUNDRED SIXTY-SIX DOLLARS
AND 4/100 CENTS (\$751,366,04)

Whereas, The Redevelopment Commission of the Town of Highland, Indiana ("The Redevelopment Commission") is authorized to undertake redevelopment activities under IC 36-7-14 (the "Act") and more specifically Section 39 for which public money may be spent and private property may be acquired; and

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a Redevelopment Commission; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contracts pursuant to the Act; and

Whereas, a License Agreement with Northern Indiana Public Service Company ("NIPSCO"), owner of said property, has been entered into with NIPSCO's approval of the Highland Redevelopment public project to improve and enhance the southwest corner of Kennedy Avenue and Highway Avenue; and

Whereas, Engineering and architectural plans, drawings, specification, and descriptions for a project described as the Downtown Parking Lot Improvement and Enhancement Project (the "Project"), said Project have been prepared and are on file with the Redevelopment Commission; and

Whereas, the following bids were received at 2:00 p.m. on June 25, 2020:

	Bidder	Base Bid
1.	Hasse Construction Company, Inc.	\$835,800,00
2.	Rieth-Riley Construction Co., Inc.	\$879,362.31
3.	Walsh & Kelly, Inc.	\$832,788.05
4.	Grimmer Construction, Inc.	\$751,366.04
5.	Gariup Construction Co., Inc.	\$937,500.00
6.	Site Services, Inc.	\$895,338.00

Whereas, Weaver Holdings Consulting Engineers and the Director of Redevelopment have reviewed the bids and determined that the bid of Grimmer Construction, Incorporated, in the amount of Seven Hundred Fifty-One Thousand Three Hundred Sixty-Six Dollars and 4/100 Cents (\$751,366.04), to be the lowest responsive and responsible bid; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 36-7-14 (the "Act") and more specifically Section 39; and

Whereas, the Town of Highland, through its Redevelopment Commission, now desires to accept the recommendation of the Redevelopment Director and award a construction contract to Grimmer Construction, Incorporated for the Downtown Parking Lot Improvement and Enhancement Project.

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana as follows:

- 1. The prefatory statements set forth above are incorporated herein as if set forth at length.
- 2. The Redevelopment Commission finds and determines that it will be of public utility and benefit to improve the property located at the southwest corner of Kennedy Avenue and Highway Avenue to improve and construct public improvements of the Project as a redevelopment activity within the Highland Redevelopment District, but more specifically the Highland Redevelopment Area (also known as the Downtown Redevelopment Area) consistent with the Plan for the Highland Redevelopment Area as also within the Highland Redevelopment Area Allocation Area as designated for tax increment financing purposes.
- 3. The Redevelopment Commission upon review of the Project, its purpose and use is deemed to be a redevelopment activity for which redevelopment funds, including tax increment from the Highland Redevelopment Area Allocation Fund may be expended as a qualified and eligible project pursuant to Section 39(b)(3) of the Act.
- 4. The Redevelopment Commission hereby finds that the bid of Grimmer Construction, Incorporated for the Downtown Parking Lot Improvement and Enhancement Project in the amount of Seven Hundred Fifty-One Thousand Three Hundred Sixty-Six Dollars and 4/100 Cents (\$751,366.04) is hereby accepted as the lowest responsive and responsible bid.
- 5. Further, the Redevelopment Director and President of the Highland Redevelopment Commission are hereby authorized to execute the agreement and all documents necessary to implement the project.
- 6. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the	Redevelopment Commission of the Town of
Highland, Lake County, Indiana, this 28th day o	f July, 2020 having passed by a vote of 5 in
favor and O opposed.	

REDEVELOPMENT COMMISSION of the TOWN OF HIGHLAND, INDIANA

ATTEST:

Robyn Radford, Secretary
Town of Highland, Indiana Redevelopment Commission

By: / Kathy DeGinlio-Fox, Redevelopment Director

Town of Highland Department of Redevelopment

Resolution 2020-23_Adopted 07-28-2020

Resolution No. 2020-24

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO AMEND RESOLUTION 2019-28 AND PROVIDE A COMPLETION EXTENSION FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT TO BILL LES, LES CAFÉ PANCAKE HOUSE, OF PROPERTY LOCATED AT 2708-2720 HIGHWAY AVENUE

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2016 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, The Les Café Pancake House, by and through, Bill Les, applied for a grant totaling \$79,000.00, of which a not to exceed 30%, or \$23,700.00, would be reimbursed upon completion of the work with approved receipts; and

WHEREAS, the original grant application was given approval on August 19, 2019 by Resolution No. 2019-28 for a maximum award of \$23,700.00, the petitioners now request approval to extend the completion deadline due to an inability to complete the approved improvements within the one (1) year timeline allowed by the application process; and

WHEREAS, the Redevelopment Commission recognizes that mobilizing construction crews for interior and façade work was affected by Executive Order 20-02, and subsequent Executive Orders, as issued by Indiana Governor Eric Holcomb addressing the public health emergency created by the COVID-19 Pandemic; and

WHEREAS, The Les Café Pancake House is seeking consideration to amend their original grant application and have therefore requested an extended period in which to complete the project work; and

WHEREAS, granting approval of petitioners request to extend the completion deadline provides an additional One Hundred Eight (108) days in which to complete the project, extending the original completion date from August 19, 2020 to December 5, 2020.

All property taxes must be paid and up to date and there shall be no liens against the property;

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

- 1. That the Commission finds and determines it will be of public utility and benefit to approve the completion extension requested by The Les Café Pancake House for a Façade Improvement Grant for property located at 2708-2720 Highway Avenue.
- 2. The original total project cost applied for was \$79,000.00 as designated by the contractors work estimates submitted as supporting documentation to the application and remains unchanged.
- 3. That the Commission has approved by Resolution 2019-28 and will provide an up to and not to exceed reimbursement of \$23,700.00 of the estimated project costs, based upon the total project cost of \$79,000.00 remains unchanged.
- 4. That all reimbursements will be made upon delivery of proof of work completed, and receipt by the Highland Redevelopment Commission, of

approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property remains unchanged.

5. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED by the Highland Redevelopment Commission, Lake County, Indiana this 28th day of July, 2020 having passed by a vote of ______ opposed.

Highland Redevelopment Commission

George Georgeff, President

Attest:

Pohym Padford Secretary

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 06/25/2020 - 07/29/2020

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